# **BASEC Vendor Review System**

The BASEC Vendor Review System provides for searches on vendors by business name, location, e-mail address, and commodity code. In some cases, combinations of these searches are available. Agencies will be primarily interested in using the "firm name" search to see if a vendor is in the system or to find contact information and in using the "commodity code" search to see which vendors are registered for a particular commodity. These two searches are explained in the following information.

### **Cautions using this system:**

You will notice other features in this system such as the *ability to add* or remove vendors from lists, to make a vendor "active" or "in-active", to add information about minority status, change vendor number, and create certified lists. **Please DO NOT use these features.** They are designed for the Division of Purchasing to manage vendors. Any change you make will be universal to all departments and could cause potential problems. Changes you make to vendor profiles are emailed to the vendor as well as to the System Administrator at the Division of Purchasing for review.

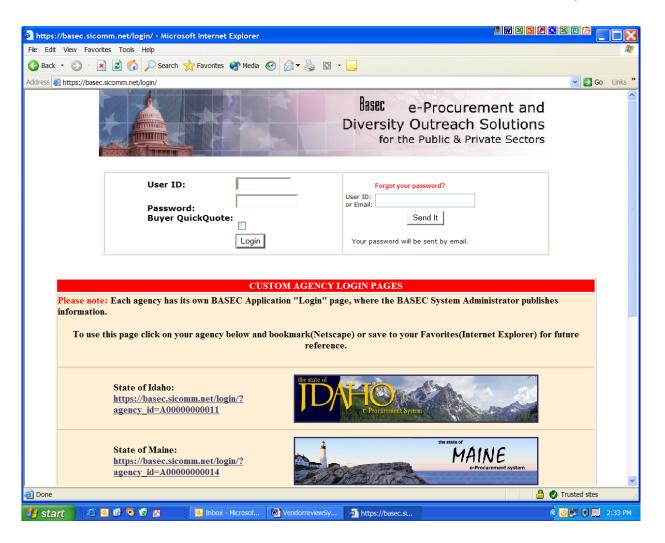
# **Getting Started**

To access Vendor Review functions login to the Sicommnet BASEC system.

#### https://basec.sicomm.net/login/

User ID: \*\*\*\* (Please contact the Division of Purchasing office

Password: \*\*\*\* for the User ID and Password at 327-7465)



Click on the Vendor Manager tab.



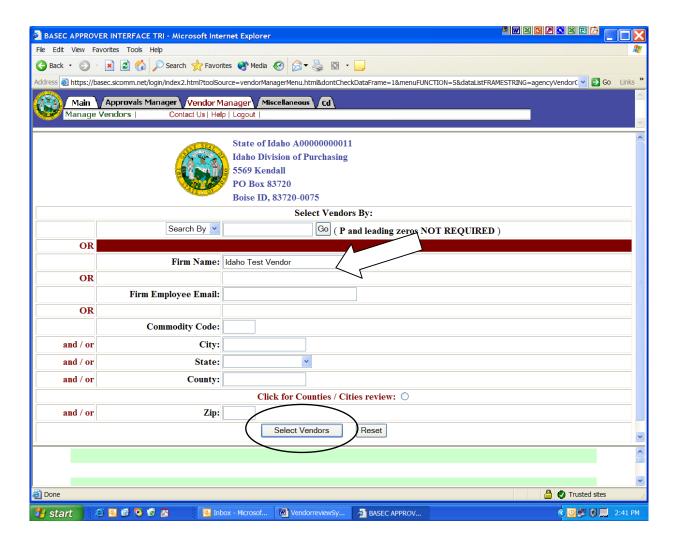
## Click on the Manage Vendors sub menu



### Firm Name Search

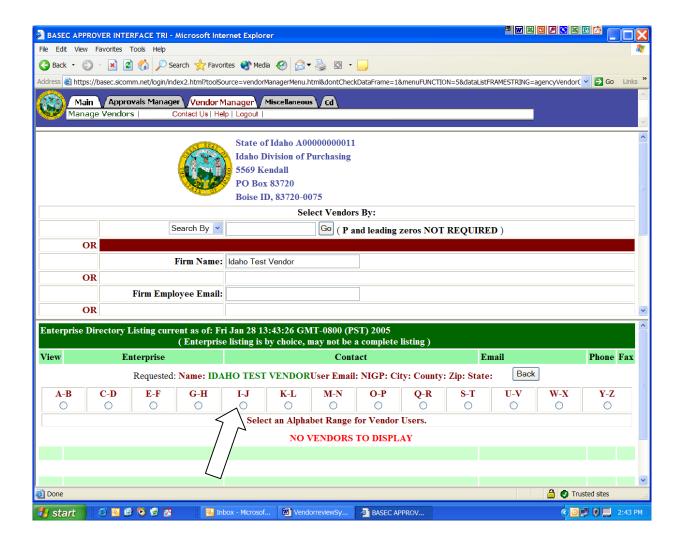
Several searches are available. Some searches are in combinations. For this example we are searching for a business name only and looking for information on the commodity codes they are registered in.

Enter the company name and click on the Select Vendors button.



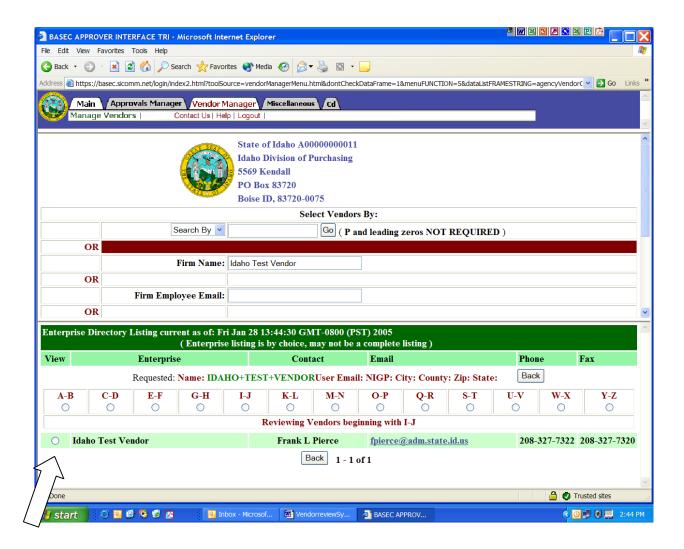
Another search function will appear in the bottom List frame.

Click on the I-J radial button to bring up a display of all vendors meeting your search criteria (Idaho Test Vendor in this case).



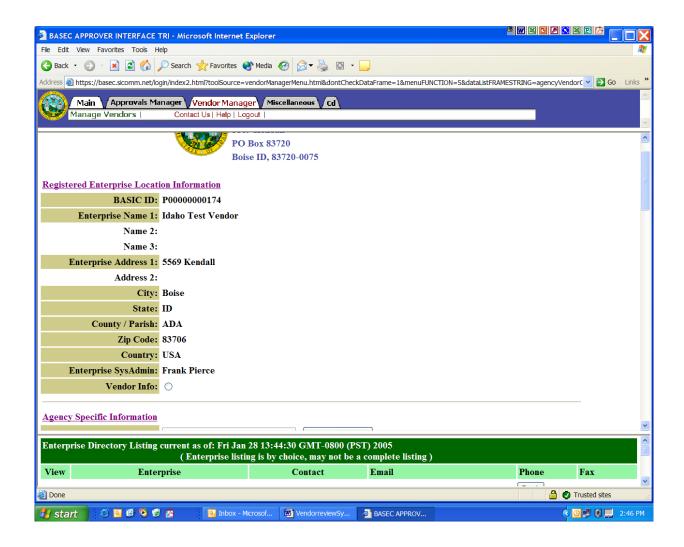
Results are again displayed in the bottom List frame.

Choose the vendor you looking for and click on the radial button to the left of the vendor name to display more information.

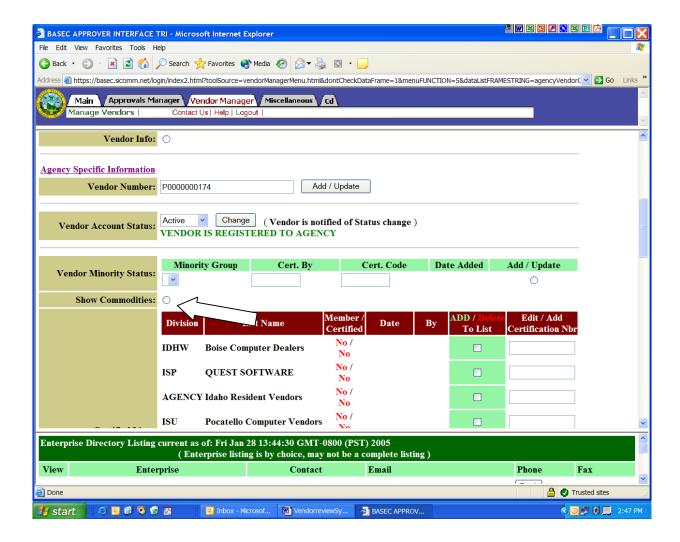


Results are displayed in the upper (Data) frame.

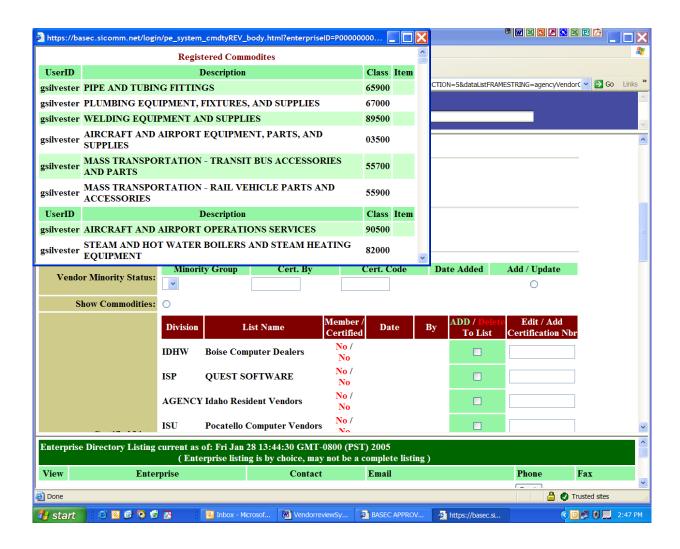
Scroll down to see all the information available for this vendor.



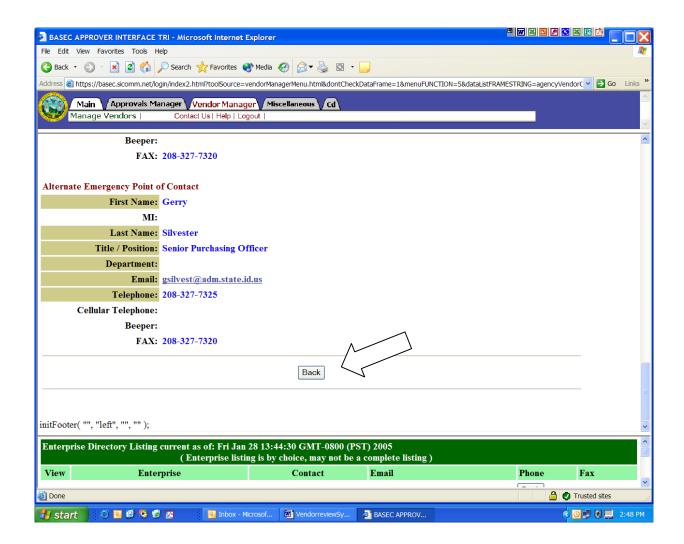
For information on commodity codes for this vendor, continue to scroll down until you can click on the Show Commodities radial button.



A pop-up window will show the commodity codes for this vendor.



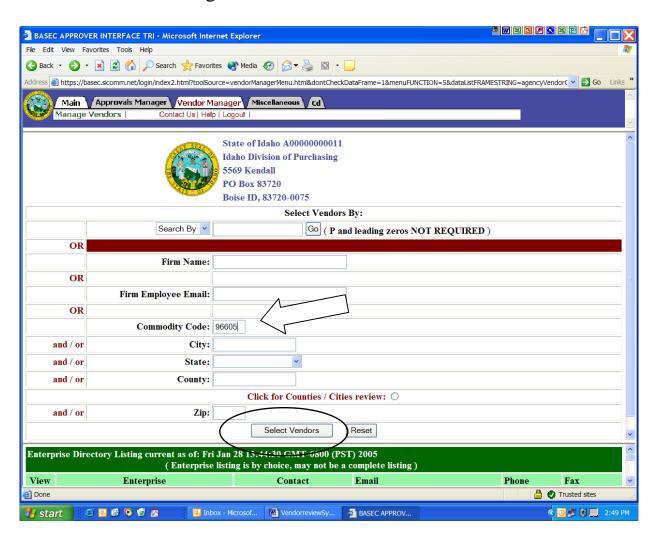
To search for another vendor or exit the Data frame, scroll down to the Back button. This will return you to the first search page.



# **Commodity Code/Vendor Search**

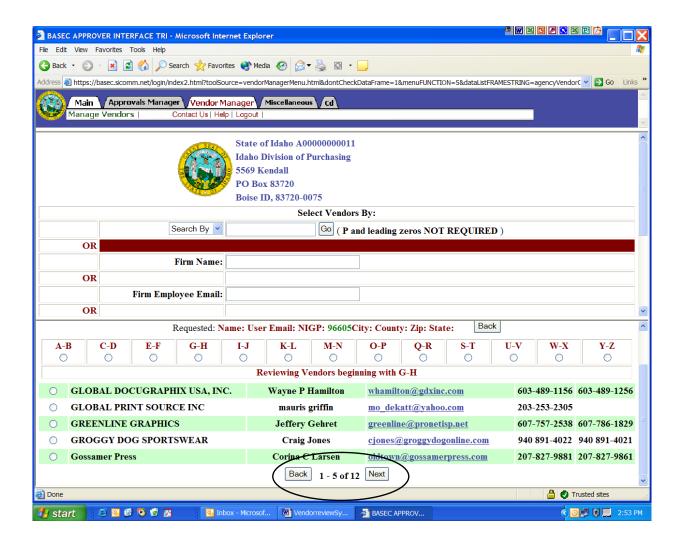
To search for all vendors in a specific commodity code you must know the commodity code number first. Hint: if you don't know the code number, do a vendor search first for a vendor you know supplies the product or service, see what commodity codes they are registered for, and use that number for your search. If you can't find anything, call the Division of Purchasing for help with commodity code numbers.

Enter the commodity code and click the Select Vendors button. Code can be either 3 or 5 digit.



Results will display in the bottom List frame just like before.

Click on each of the radial buttons (A-B, C-D, E-F, etc. to see all the vendors in the commodity code being searched.



Vendors are displayed 5 at a time. Click on the Next button to see the next 5. Continue to click through alphabet to display all vendors in the search.